

**BYLAWS  
of  
LAKE COUNTY COORDINATED TRANSPORTATION  
SERVICES COMMITTEE**

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**LCCTSC Approval Year:**

Approved 2016  
Approved 2015  
Approved 2012  
Approved 2011  
Approved 2005

# **LAKE COUNTY COORDINATED TRANSPORTATION SERVICES COMMITTEE BYLAWS**

## **Article I: Name of the Organization**

The name of the organization shall be the LAKE COUNTY COORDINATED TRANSPORTATION SERVICES COMMITTEE, hereafter referred to as the LCCTSC. The LCCTSC is a broad based coalition of government officials, service providers and advocacy groups and citizens concerned with the provision of transportation in and around Lake County.

The LCCTSC is a membership organization governed by a Board of Directors and these Bylaws shall provide for conduct of business of the LCCTSC.

## **Article II: Purpose of LCCTSC**

### **II.1: Mission**

The mission of the LCCTSC is to facilitate the implementation of coordinated, efficient, reliable and affordable public transportation throughout Lake County, with particular reference to paratransit that will serve the needs of persons with disabilities or medical challenges, the elderly, low income residents and those in need of transportation for access to employment.

### **II.2: Vision**

The LCCTSC aims to help transportation providers identify needs, eliminate duplication of services, find solutions, and secure additional funds plus work to redistribute funds in order to better serve the needs of the community at large, as well as to provide central access to information and options that are coordinated, affordable and borderless within Lake County.

## **Article III: Membership of the LCCTSC**

### **III.1: Definitions of the LCCTSC Eligible Voting Members**

The eligible LCCTSC Voting Members elect the Board of Directors (see Article IV). There are two categories of LCCTSC Voting Members: Organizational Members and Citizen Members.

A LCCTSC Voting Member shall mean organizational representatives or the designated alternate(s) and citizen members as specified in the following:

#### A) Organizational Member:

1) Any public or private organization serving in Lake County which funds, arranges or has an interest in transportation for its clients or consumers, including healthcare providers, human service organizations and advocacy groups; and 2) any unit of local

government that is wholly or partially within Lake County is eligible to become a member of the LCCTSC.

Each Organizational Member that has adopted the LCCTSC's Member Resolution shall designate one voting representative to the LCCTSC and may designate, in writing, an individual(s) to serve as alternate representative(s) who shall have the same privileges.

The organizational representative referenced above shall become a LCCTSC Eligible Voting Member upon the organization's formal adoption of the LCCTSC's Member Resolution.

**B) Citizen Member:**

Citizen Members may be residents of Lake County or municipalities that are partially within Lake County and take an active interest in improving mobility for seniors, persons with medical needs or disabilities, persons with work transportation needs, and the low income population.

Citizen Members shall sign the LCCTSC's Member Resolution.

Citizen members may not exceed one less than the number of organization members.

**III. 2: Rights of Eligible Voting Members**

Each Organizational and Citizen Voting Member is afforded one roll call vote per Organization and Citizen Voting Member on any decision brought to the general membership by the Board (see Article IV).

**III.3: LCCTSC General Members**

An LCCTSC General Member is any citizen who attends the LCCTSC general meetings, but does not meet the Voting Member eligibility.

**Article IV: Board of Directors**

The Board of Directors shall be elected by the LCCTSC members to provide leadership in the planning and implementation of the LCCTSC goals. The Board of Directors has the voting rights for all necessary business relating to the LCCTSC goals and objectives.

The Board is comprised of a minimum of seven/maximum of nine Directors who will be elected by the LCCTSC eligible Voting Members. The suggested composition of the Board of Directors shall reflect the interests of: Elected Township Officials, the Lake County Board, Senior Agencies, Agencies Representing Persons with Disabilities, Agencies Representing Persons with Medical Needs, Agencies Representing Persons with Low Income Work Transportation Needs, and Lake County Citizens at Large.

Members who are related individuals or represent the same organization shall not be allowed to serve during the same term.

#### **IV.1: Election of the Board of Directors**

The LCCTSC Election Nominations Committee nominates individuals for election to the Board of Directors. Nominees must be a LCCTSC Voting Member. Nominations may be given to the Secretary at the September LCCTSC general meeting. Additional nominations can be accepted at the November general meeting. The Board of Directors shall be elected from the list of candidates. Each LCCTSC eligible voting member present at the general meeting shall vote for at least 7 but no more than 9 candidates.

#### **IV.2 Board of Directors Terms of Office**

Each Board member shall serve for a two-year term, with the understanding that representatives may serve multiple terms.

#### **IV.3 Removal of Board of Directors**

A member of the LCCTSC Board of Directors may be removed. A member absent for more than three Board meetings shall be considered for removal by the LCCTSC Board. The Board member in question will receive the Board's concerns in writing prior to the next Board meeting. The Board Member will be provided an opportunity to defend his/her position before the Board of Directors' vote is taken.

Board members may remove a member by a majority vote of Board members present.

#### **IV.4 Mid-term Appointment to Board of Directors**

A LCCTSC Voting Member may be appointed mid-term to the Board of Directors by the Chair with the approval of the Board of Directors to complete a remainder of an unexpired term. The midterm appointee must represent a similar constituency as the board member they are replacing.

### **Article V: Officers of the LCCTSC**

The Officers are members of the Board of Directors who oversee and carry out the LCCTSC's business.

The Officers of LCCTSC shall be as follows:

- A) Chair
- B) Vice-Chair
- C) Past-Chair
- D) Secretary

#### **V.1 Responsibilities of Each Office**

A) Chair: The Chair shall preside at all meetings of LCCTSC and shall have other powers and perform other duties as may from time to time be voted by LCCTSC. This includes the establishment of sub-committees and appointment of sub-committee members as may be necessary or convenient for carrying out the business of LCCTSC. The Chair shall not be deprived of the right to vote.

B) Vice-Chair: The Vice-Chair, in the event or the absence of the Chair, shall preside at all meetings of LCCTSC and shall have other powers and perform other duties as may from time to time be voted by the LCCTSC. The Vice-Chair shall not be deprived of the right to vote.

C) Past-Chair: The Past-Chair provides support and advice to the nominated Chair and Vice-Chair on LCCTSC business.

D) Secretary and Lake County Division of Transportation (LCDOT) Support Staff: The Secretary shall be responsible for disseminating information to LCCTSC members, writing LCCTSC correspondence, keeping meeting attendance records, and taking meeting minutes. The Secretary shall maintain records of the LCCTSC, including, but not limited to, voting membership lists, officer nominations, adopted resolutions, votes, and proceedings of the LCCTSC. LCDOT staff provides support to the Secretary in an administrative capacity.

## **V.2 Election of Officers**

The Officers are nominated and elected from within the Board of Directors by a majority vote of the Board of Directors present at the first Board of Directors meeting of the year. Should an Officer position become vacant during a term, the Board of Directors may elect a replacement to complete the term from within the Board of Directors, by a majority vote of members present.

## **V.3 Officers Terms of Office**

The term of each Officer shall be two-years with the understanding that Officers may serve consecutive terms.

## **V.4 Removal of Officers**

The Board of Directors may remove any Officer by a majority vote of Board members present.

The Officer must first be extended the opportunity to receive LCCTSC concerns in writing, and a 30-day period to correct any deficiencies before the vote is taken.

## **Article VI: Operating Year**

LCCTSC's operating year coincides with the calendar year and shall begin at the first regular meeting of the year.

## **Article VII: Meetings of LCCTSC**

All LCCTSC meetings shall be open to the public.

### **VII.1 LCCTSC Board of Directors Meetings**

The Board of Directors shall generally meet on months when a General Meeting is not held, January through November. Additional Board of Director's meetings may be held at the call of the Chair as necessary for the LCCTSC to carry out its business. By the same token, if, for the LCCTSC to carry out its business, there is no need for a Board of Director's meeting during a month when a General Meeting is not held, those Board of Director's meeting may be cancelled by the Chair. In any case, the Board of Director's shall meet at least four times during the year. In the event, the Chair or Vice Chair are not present at the meeting, the Voting Members will elect a Chair for the meeting.

#### A.) LCCTSC Board of Directors Meeting by Telephone Conference:

Members of the Board of Directors may participate in and act at any meeting of the Board by means of telephone conference or other communications through which all persons participating in the meeting can hear one another. Participation in such a meeting shall be equivalent to attendance and presence in person at the meeting of the person or persons so participating.

A phone vote shall be followed by a signed confirmation by the Board member to the Secretary within five working days.

#### B.) LCCTSC Board of Directors Special Meetings:

LCCTSC special meetings, constituting urgency, may be called at will by the Chair or Vice-Chair.

The Chair, or in the event of the Chair's absence, the Vice-Chair, may call a special meeting of the Board of Directors as required or at the request of 1/3 of the Board members.

Business discussed at the Board of Directors special meetings shall be limited to the subjects stated in the call for them. All Board of Directors special meetings are open to the public.

### **VII.2 LCCTSC General Meetings**

The LCCTSC shall hold general meetings, at least quarterly, January through November, at the call of the Chair.

At a general meeting, LCCTSC may report on actions taken and conduct other business on the agenda.

### **VII.3 Meeting Notice and Agenda**

Not less than seven days written advance notice shall be given to all LCCTSC members for both the Board of Directors and the general meetings.

Such notices shall contain the time, place and proposed agenda.

#### **VII.4 Quorum of Board of Directors and General Meetings**

The presence of 50% of the current Board of Directors constitutes a quorum at any meeting. Once a quorum is established, action may be taken based upon by a majority vote of eligible Voting Members present.

#### **VII.5 Structure and Conduct of Meetings**

Parliamentary discretion for the conduct of meetings shall be vested in the Chair. LCCTSC procedures shall provide an opportunity for all to be heard on any given issue. Roberts Rules of Order shall govern the discussion of substantive issues.

#### **VII.6 Public Participation at Meetings**

Any person attending a LCCTSC meeting has the right to speak up to 3 minutes per person during the Public Comment portion of the meeting agenda. The Chair shall appropriately recognize all attendees and grant the floor, except in the deliberation of a debate on a motion, where the Chair shall have discretion.

### **Article VIII: LCCTSC Sub-Committees**

#### **VIII.1 Ad Hoc or Sub-Committees**

The LCCTSC may establish such ad hoc or sub-committees such as the bylaws, nominating, and those deemed necessary for carrying out the business of the LCCTSC.

The Chair, or in the Chair's absence, the Vice-Chair, may establish ad hoc committees as may be necessary and appoint eligible voting members to chair these sub-committees as may be necessary or convenient. At the discretion of the Chair, non-voting members, because of their special expertise or association with particular issues, may be appointed to serve on ad hoc or sub-committees.

The sub-committee chair reports on the sub-committee's actions and/or business at the next Board of Directors or General Meeting as appropriate, and proposes actions for approval.

### **Article IX: Bylaws Review**

These Bylaws shall be reviewed at the start of each new term by the Board of Directors to be approved by the eligible voting members present at the next general meeting by majority vote.

### **Article X: Amendments**

These Bylaws may be amended by the affirmative vote of majority vote of the LCCTSC eligible voting members present at a duly called general meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment.

Amendments are considered a substantive issue.


**Article XI: Effective Date**

These Bylaws will become effective upon adoption by majority vote of the LCCTSC eligible voting members present.

These Bylaws are approved and adopted by the membership on March 16, 2016.

ATTEST:

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary/Vice-Chair